Macromedia Contribute Instructions for Reviewers

(Questions: contact Debbie.Boeckman@dnr.mo.gov)
Draft Instructions
**Provided by ITSD-DNR Web Section Staff**
Updated Dec. 1, 2005

To use Macromedia Contribute, a connection "key" will be sent to you as an attachment through e-mail by the Web section staff. By double clicking the attachment, the connection "key" will generate your Contribute Web access connection. Please fill in the blanks similar to what is in the screen below. The password should have been given to you through e-mail or verbally from one of the Web section staff.
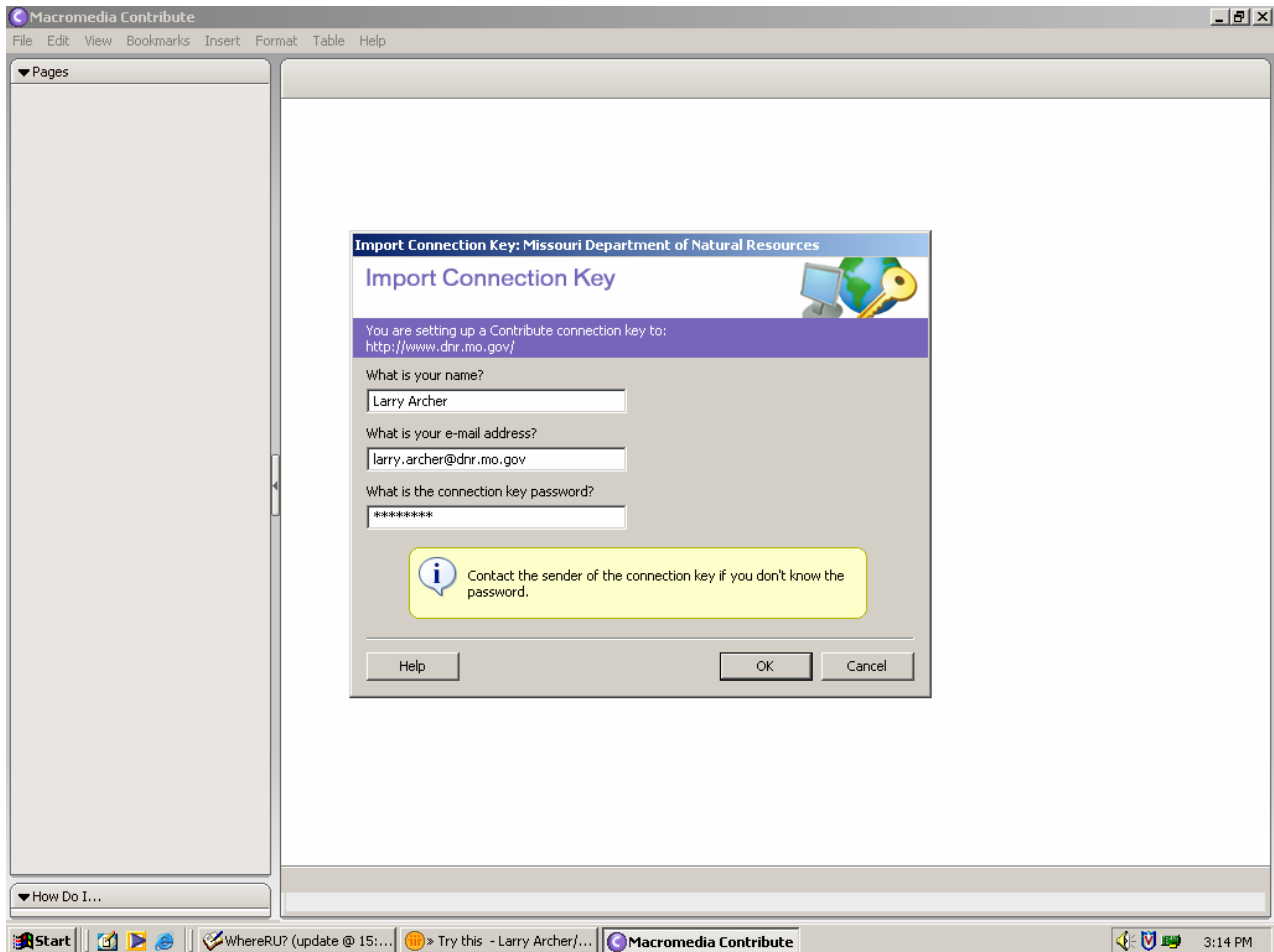
Reviewers cannot insert photos, tables or anything else into an HTML file. A reviewer can cut, copy and paste text only. However, when moving text around any named anchors won't be moved with the text. The Reviewer has to work with the Writer to have any code changed.

When you open Contribute you will see the following screen. The second large white space on the screen is where Web section staff will post updates or notices for all maintainers to read.
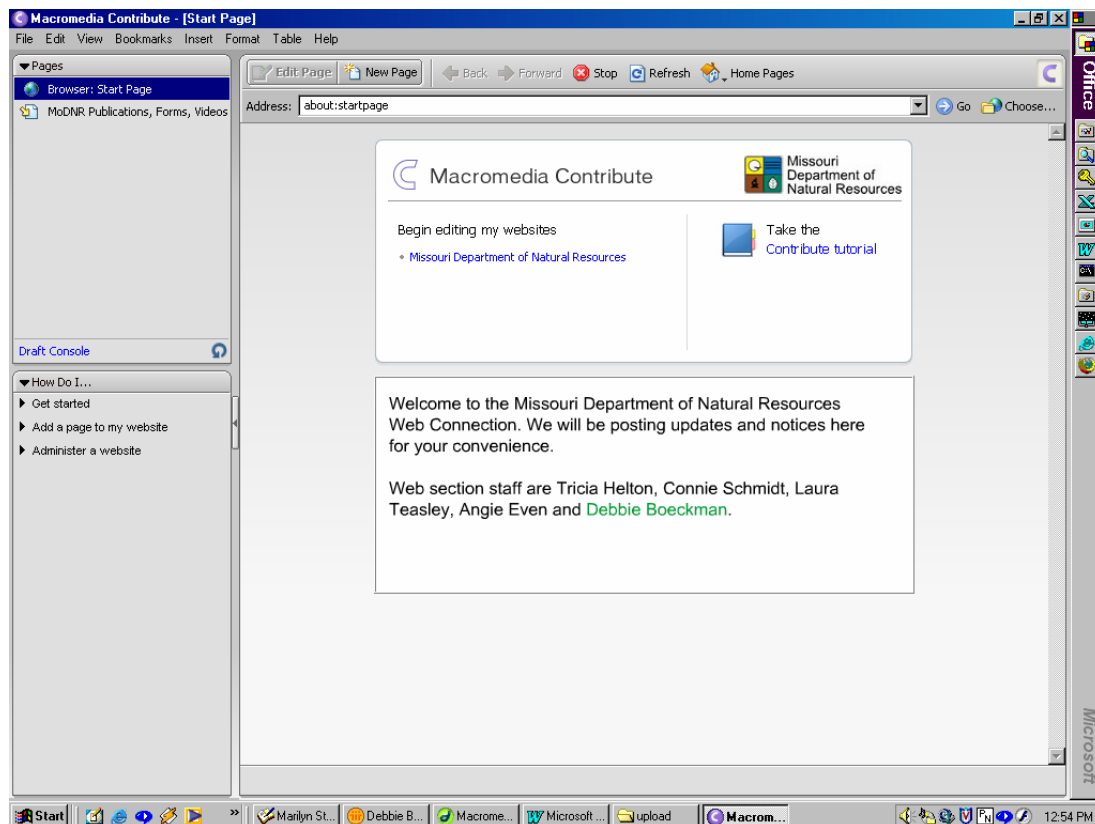

You can click on the department name in blue to begin browsing the department's Web site. By default your connection "key" will have configured Contribute to begin browsing your program or division Web area. You are browsing the live Web site.

While you are browsing the Web site within Contribute, if you click on a link that opens in a new window the new link/page will open in Internet Explorer instead of Contribute. If you want to edit the linked file you can copy the address bar from within Internet Explorer and go back into Contribute and paste the address in the Contribute address bar.

Once you are browsing the Web site you will see the screen below which is similar to what you see in Internet Explorer. Some of the options seen in the graphic below have been turned off for your convenience. You should, however, pay attention to the icons in the two rows above the department banner.
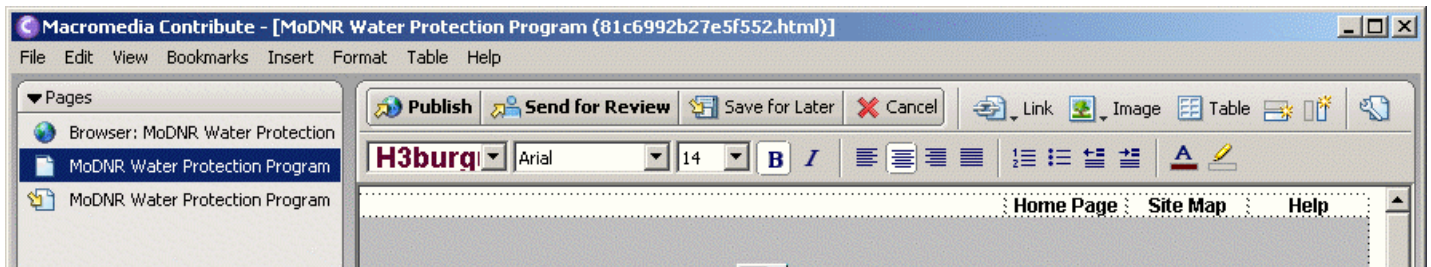

For reviewers you will see the **Publish** icon as seen in the screen above.
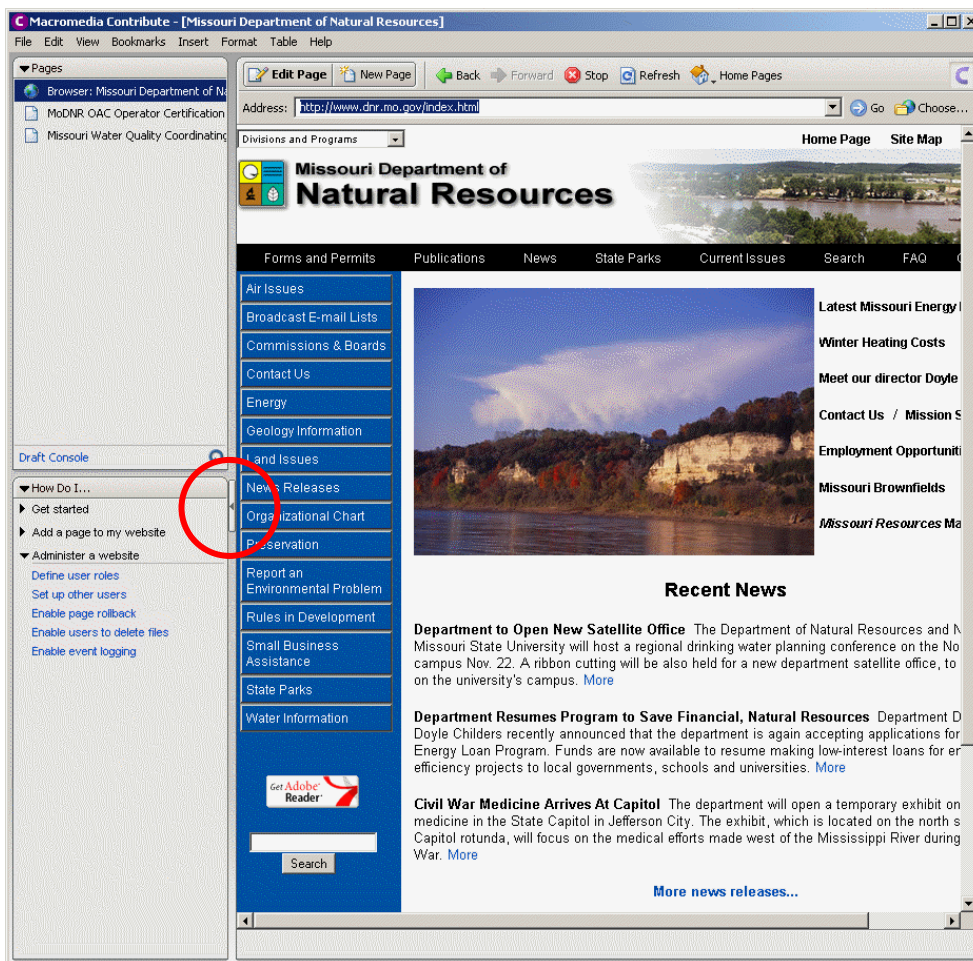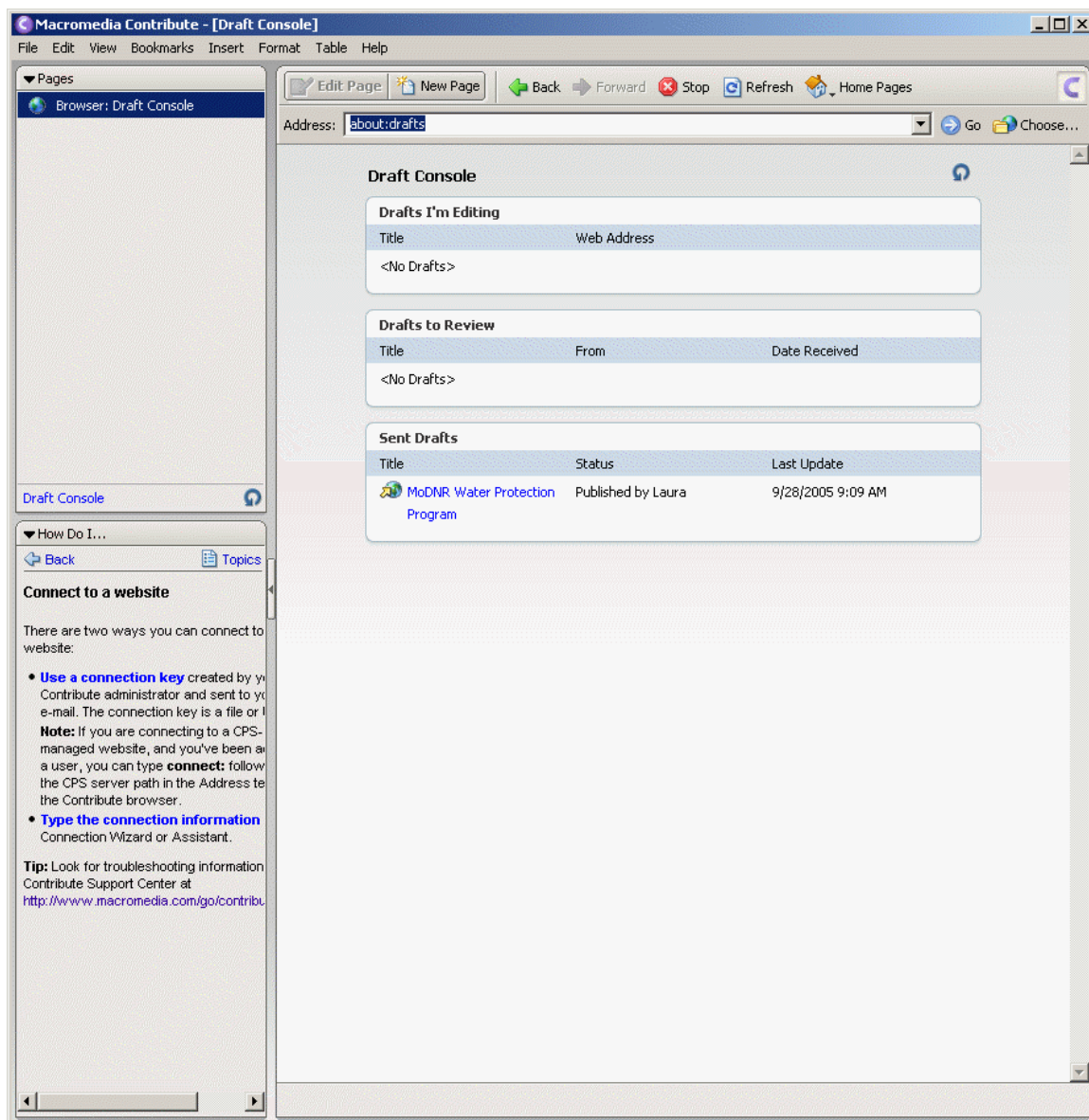

A draft is not live on the Web site until it is **Published** by an Administrator or Reviewer.

On the screens to the left, you will notice in the top left corner there is a section called **Draft Console**, it is titled **Pages** in the top left corner. In this area you will see pages waiting for you to review or pages you have in draft waiting to be worked on. You can close the two gray "windows" that are the **Pages** and **How do I…** by clicking on the little left arrow in the middle of the screen between the gray "windows" and the Web page as displayed in the red circle in the screen to the left.
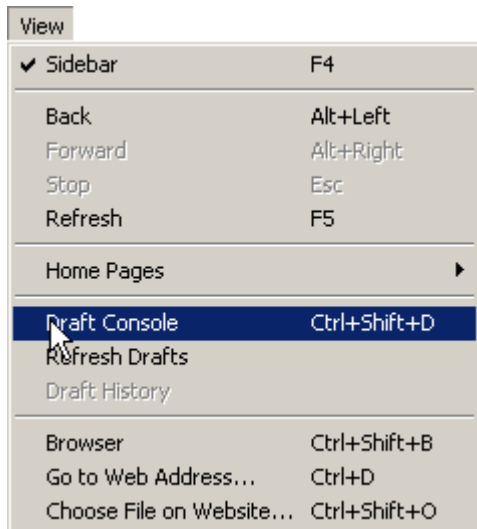
To view all files and status, select **View** then **Draft Console** from the Menu bar or click on the blue **Draft Console** at the bottom of the **Pages** area.
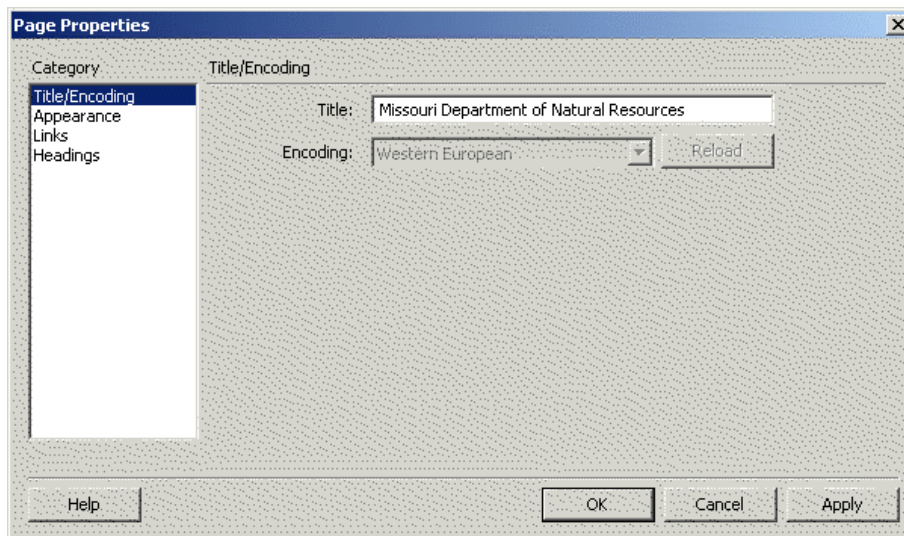
Select the draft you want to edit, review or publish and by double-clicking you are in edit mode.

| Format		
Check Spelling...	F7	
Bold	Ctrl+B	
Italic	Ctrl+I	
Underline	Ctrl+U	
Other		▶
Style		▶
Font		▶
Size		▶
Text Color...		
Highlight Color...		
Align		▶
List		▶
Indent	Ctrl+Alt+]	
Outdent	Ctrl+Alt+[	
Remove Link...		
Edit Image		▶
Edit Image in External Application		
Table Properties...		
Keywords and Description...	Ctrl+Alt+K	
Template Properties...		
Page Properties...	Ctrl+J	
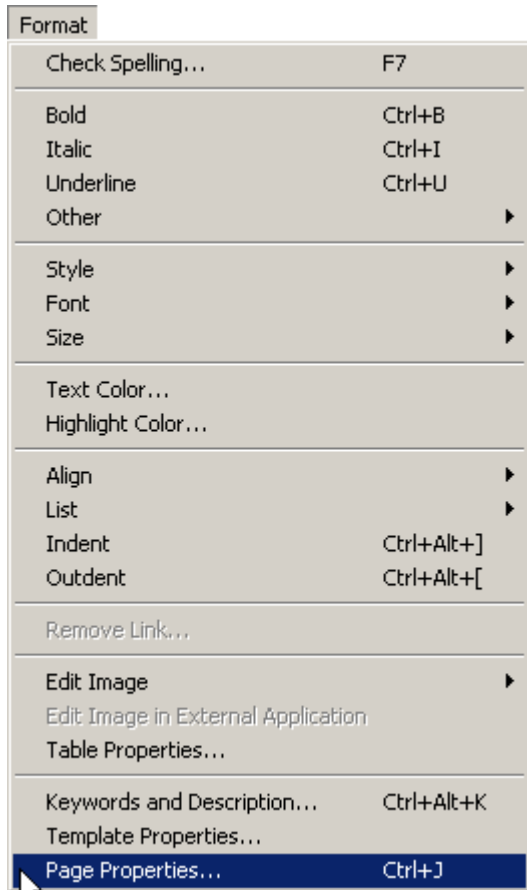
To change a Page Title, select **Format** then **Page Properties** from the Menu bar.

To change the Meta Tag Keywords or Meta Tag Description, select **Format** then **Keywords and Description** from the Menu bar. If your Template has been set so this cannot be changed, please contact someone on the Web section staff so we can edit your Template.

Page Properties

Category — Title/Encoding

Title/Encoding
Appearance
Links
Headings

Title: Missouri Department of Natural Resources

Encoding: Western European ▾   Reload

Help   OK   Cancel   Apply

Once in **Page Properties** you can/must edit the **Page Title** which should be similar to the heading on your HTML page. However, **all page titles must have MoDNR somewhere in the title**, preferably as the first part.

Text options can be changed by using the **Styles** provided by the Web section staff within the Cascading Style Sheet (css_maindnr.css). They are available by clicking on the down arrow in the second row of icons at the top of the page. You can see the styles from the screen below.
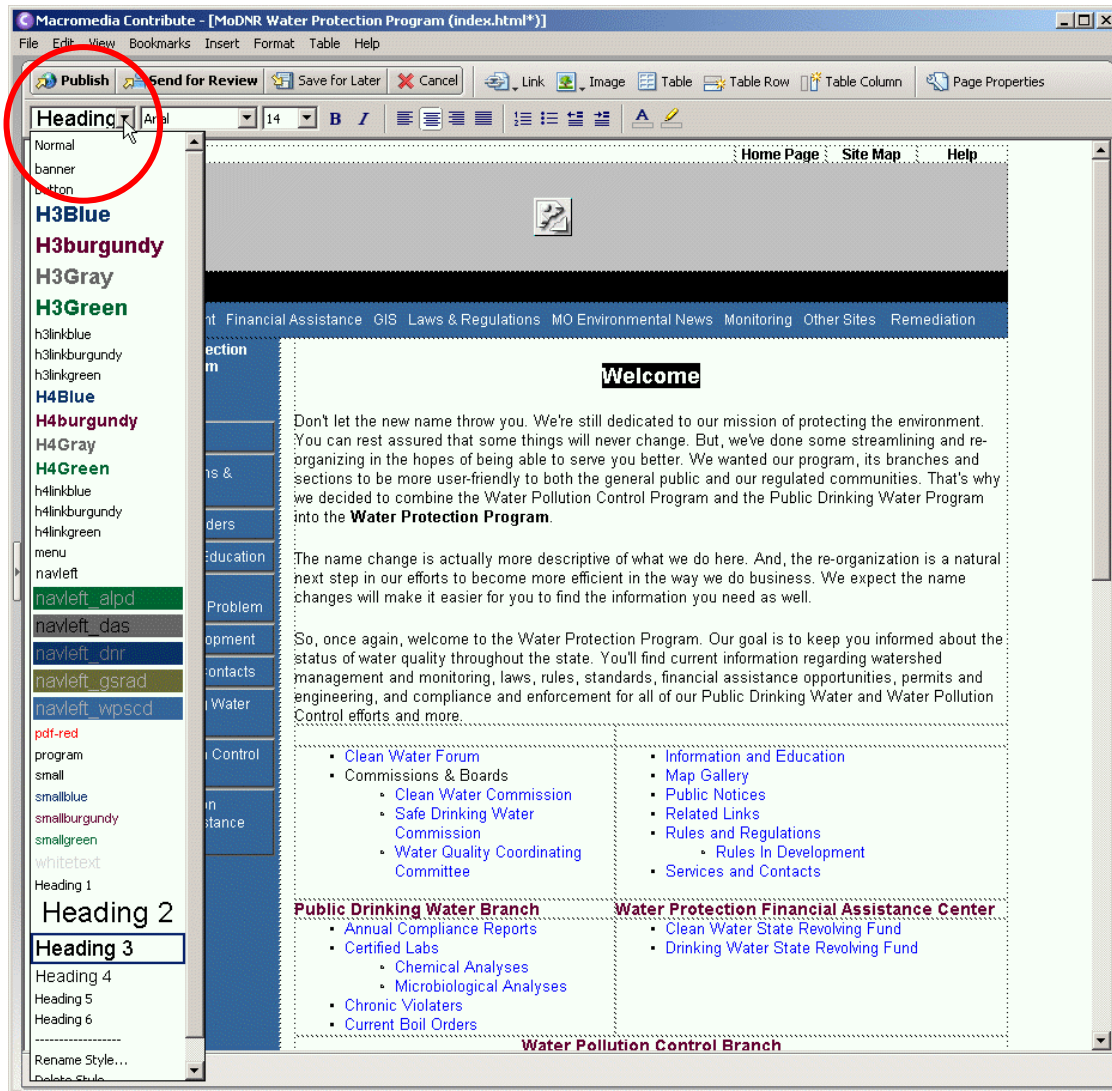
We have added two **Styles** to your choices. They are **photoleft** and **photoright**. After inserting a picture/graphic you can left or right align it then text will flow around it. This is new from what we used to do by inserting a table, aligning it then inserting the photo inside the table. This should help all maintainers.

Two useful tools in Contribute that were also available in Dreamweaver are **Insert – Special Characters** and **Format – Check Spelling**.

There is also another option of sending a file for review to someone who does not have Contribute. This may be needed for those who are not reviewers but want to see someone's work in progress. Click on **Send for Review** then select **Send e-mail with a link to a preview of the draft**.
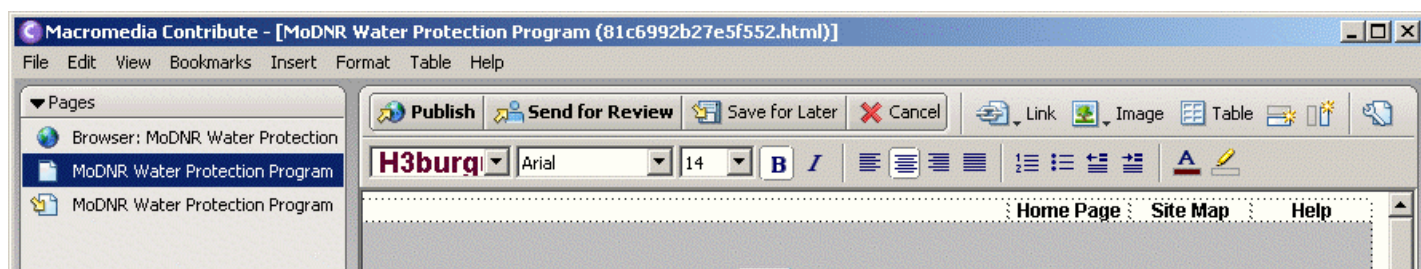
Feel free to call anyone of the Web section staff for assistance. They are Debbie Boeckman, Tricia Helton, Connie Schmidt, Paul Schelich and Laura Teasley.

We have a list of department Web maintainers and their Web reviewers on our Intranet at http://intranet.dnr.state.mo.us/computers/web-maintainers.doc. We also have a list of DEQ Web content contacts on the Intranet at http://intranet.dnr.state.mo.us/alpd/webresources/program_contacts.htm.

For your convenience we are also including where DEQ has a list of their Web tips and tricks at http://intranet.dnr.state.mo.us/alpd/webresources/web_tips_tricks.htm.